



STEPS IN THE HIRING PROCESS

The chart below is a guide to the various steps that must be followed when filling a vacant position. The steps outlined below are for positions covered by the AFSCME, SPOC, and IUP collective bargaining agreements and for noncontract positions. Agencies may use this as a worksheet when filling a position. All steps marked "X" are mandatory and must be used in the selection process. The other steps may be used at the agency's discretion.

Date Completed	AFSCME	
	1.	<input checked="" type="checkbox"/> Contract transfer within employing unit pursuant to Section 2 of AFSCME CBA.
	2.	<input checked="" type="checkbox"/> Recall - within employing unit, to class and status (full-time or part-time) from which laid off. (Eff. 7-1-2003)
	3.	<input type="checkbox"/> Promotion, demotion, noncontract transfer, reclassification within employing unit (Employer discretion). (For promotions, Intra-agency Applicant list is required.)
	4.	<input checked="" type="checkbox"/> Contract transfer within employing unit of PT to FT and FT to PT.
	5.	<input checked="" type="checkbox"/> Contract transfer between employing units.
	6.	<input checked="" type="checkbox"/> Recall between employing units to class from which laid off.
	7.	<input type="checkbox"/> Promotion, demotion, noncontract transfer, between employing units or between agencies (Employer discretion). (For promotions, Inter-agency Applicant list is required.)
	8.	<input checked="" type="checkbox"/> Contract transfer between employing units of PT to FT or FT to PT.
	9.	<input checked="" type="checkbox"/> Contract transfer between agencies pursuant to Section 4, AFSCME CBA.
	10.	<input checked="" type="checkbox"/> Recall between departments to class from which laid off. (Eff. 7-1-2003)
	11.	<input checked="" type="checkbox"/> Recall to selected classes - Pick 15.
	12.	<input checked="" type="checkbox"/> Outplacement.
	13.	<input type="checkbox"/> Nonpromotional new hires (Employer discretion, All Applicant list is required).

Date Completed	NONCONTRACT	
	1.	<input checked="" type="checkbox"/> Recall.
	2.	<input type="checkbox"/> Promotion, demotion, or noncontract transfer within the same agency. (For promotions, Intra-agency Applicant list is required.) OR Promotion, demotion or noncontract transfer between agencies. (For promotions, Inter-agency Applicant list is required.)
	3.	<input checked="" type="checkbox"/> Outplacement.
	4.	<input type="checkbox"/> Nonpromotional new hires. (Employer discretion. All Applicant list is required.)

Date Completed	SPOC	
	1.	<input checked="" type="checkbox"/> Contract transfer - same class, same employing unit.
	2.	<input checked="" type="checkbox"/> Recall.
	3.	<input checked="" type="checkbox"/> Contract transfer: same class, same agency, other employing units.
	4.	<input type="checkbox"/> Promotion, demotion, or noncontract transfer within the same agency. (For promotions, Intra-agency Applicant list is required.) OR <input type="checkbox"/> Promotion, demotion or noncontract transfer between agencies. (For promotions, Inter-agency Applicant list is required.)
	5.	<input checked="" type="checkbox"/> Outplacement.
	6.	<input type="checkbox"/> Nonpromotional new hires. (Employer discretion, All Applicant list is required.)

Date Completed	IUP	
	1.	<input checked="" type="checkbox"/> Contract transfer - same class, same employing unit.
	2.	<input checked="" type="checkbox"/> Recall.
	3.	<input checked="" type="checkbox"/> Contract transfer: same class, same agency, other employing units.
	4.	<input type="checkbox"/> Promotion, demotion, or noncontract transfer within the same agency. (For promotions, Intra-agency Applicant list is required.) OR Promotion, demotion or noncontract transfer between agencies. (For promotions, Inter-agency Applicant list is required.)
	5.	<input checked="" type="checkbox"/> Outplacement.
	6.	<input type="checkbox"/> Nonpromotional new hires. (Employer discretion, All Applicant list is required.)